



SACHI A. HAMAI
Interim Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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December 10, 2014

To: Supervisor Michael D. Antonovich, Mayor
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe

From: Sachi A. Hamai
Interim Chief Executive Officer

INTERNAL SERVICES DEPARTMENT'S REQUEST FOR SALARY PLACEMENT FOR MR. PAUL ENGLISH UPON APPOINTMENT TO THE POSITION OF ADMINISTRATIVE MANAGER XV, ISD (UNCLASSIFIED)

The Internal Services Department (ISD), with the support of the Chief Executive Officer (CEO), requests approval to appoint Mr. Paul English to the position of Administrative Manager XV, ISD (UC), Item No. 1084, at an annual base salary of \$168,908. The base salary placement for Mr. English onto Management Appraisal and Performance Plan (MAPP) Tier I Salary Range R15 (the Board-approved range for this position) will place Mr. English above the control point of the range. This salary is recommended based on Mr. English's extensive management experience and the role and responsibilities he will perform as Administrative Manager XV for ISD.

As Administrative Manager XV, Mr. English will work under the direction of the Department Head, and will be responsible for directing the Facilities Operations Service. More specifically, Mr. English will be responsible for overseeing the daily operations of the Maintenance and Operations Division, which is responsible for operating building systems and providing repair and maintenance service for approximately 500 County facilities and campuses; the Alterations and Improvements Division, which is responsible for performing alterations and improvements to County structures as well as providing project development, estimating, schedule, and project management; and the Custodial Services Division, which provides custodial services for over 300 County buildings and grounds.

"To Enrich Lives Through Effective And Caring Service"

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Mr. English is a seasoned professional with more than 35 years of progressively responsible experience working for the County of Los Angeles. In his current assignment, Mr. English is the Maintenance and Operations Division Manager with responsibility for managing a Crafts Division with approximately 172 budgeted employees, and a budget of approximately \$20 million. Prior to his current assignment, Mr. English was the manager over the Alternations and Improvements Division, and has also worked in the Facilities Operations Service in various lower-level capacities.

Mr. English earned a Bachelor of Science degree in Public Administration from California State University, Fullerton, and two Associate of Arts degrees from Cerritos College in Business Administration and Industrial Supervision. Mr. English is a graduate of the Los Angeles County Training Academy's Division Chief Program and is also a retired member of the United States Air Force.

In accordance with current practices on managerial appointments, unless otherwise instructed by the Board by December 24, 2014, the CEO will advise ISD to proceed with Mr. English's appointment to Administrative Manager XV, ISD (UC), at an annual base salary of \$168,908 effective no sooner than December 26, 2014.

If you have any questions regarding this matter, please contact Maryanne Keehn at (213) 974-0470.

SAH:BC:JA:MTK
NV:SO:AP:rld

c: Executive Office, Board of Supervisors
County Counsel
Internal Services